



**Amerikanisches Generalkonsulat Leipzig**

Wilhelm-Seyffferth-Str. 4

04107 Leipzig

0341-21384-20

ChrisN@state.gov

[www.usembassy.de/leipzig](http://www.usembassy.de/leipzig)

**American Consulate General  
Internship for German Students  
Application Instructions**

All applications must be submitted in English.

Due to a lengthy security process, deadlines for applications will not be extended.

Minimum internship of 6 weeks, 10-15 hours per week. If you have further questions, please email or call Chris Nuss (contact information above).

**To apply, please fill out the form and mail to the following address:**

Amerikanisches Generalkonsulat

z.H. Chris Nuss, Personalabteilung

Wilhelm-Seyffferth-Str. 4

04107 Leipzig

**OR Email to:** ChrisN@state.gov

**Submission Deadlines:**

Spring 2005: December 1, 2004

Summer 2005: February 1, 2005

**Requirements:**

English language: speak, read and write

Citizenship: German (security clearances for non-German citizens would take over a year)

Minimum age: 18

Enrolled at a University

**Preferred Skills:**

Computer skills: MS Word, PowerPoint, MS Outlook

Service oriented



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**Application Form for Internship**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Preferred dates for Internship:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**Hours per week:** \_\_\_\_\_

**Year of Study:** \_\_\_\_\_

**Area of Study:** \_\_\_\_\_

**Previous visits to the US:** \_\_\_\_\_

**Computer Skills (1 excellent – 5 no skills)**

MS Word \_\_\_\_\_ MS Outlook \_\_\_\_\_ HTML \_\_\_\_\_ PowerPoint \_\_\_\_\_

**Tell us about yourself and why you're interested in working for the Consulate (500 words or less in English).**